

Site Plan Review

Submittal Requirements and Checklist



The purpose of this form is to inform applicants of the basic submittal requirements in order to allow staff to accurately analyze and process a Site Plan Review application. The Site Plan Review procedure is established to review certain property development proposals to ensure the best and most appropriate site development of the property in certain zoning districts. Site Plan Review may be Administrative (staff review only), or may require approval of the City Council. A Site Plan Review application will not be considered for approval, either by staff or City Council, until all required information is submitted and deemed complete. The following is required to be submitted at the time of application.

1. ☐ Deposit in the amount of \$3,000
2. ☐ Completed Discretionary Permit Application
3. ☐ Completed Ownership Disclosure Form
4. ☐ Completed Environmental Information Form
5. ☐ Completed Public Notice Package
6. ☐ Six (6) sets of plans, including a site plan, elevations, floor plans, and landscape plans when necessary, drawn to scale and fully dimensioned, indicating all information described on the Plan Requirements Checklist. All plans should be bound together and folded to 8.5"x11".
7. ☐ A reproducible reduction of all the above required plans including the site plan, elevations, and floor plans at 8.5"x11"
8. ☐ One (1) colored site plan, and one (1) set of colored building elevations
9. ☐ Statistical information regarding the project, printed on the site plan, as follows:
 - a. Net lot area and dwelling units, if applicable
 - b. Net and total square footage of each building, customer area/ non-customer area (restaurants), number and size of dwelling units and number of bedrooms, if applicable
 - c. Number of parking and loading spaces required and provided
 - d. Square footage and percent of the site devoted to building, landscaping, and paved areas, including floor area ratio calculations
10. ☐ A Statement of Justification for the Requested Site Plan Permit addressing the following required findings:
 - a. That the proposed use will not be detrimental to the health, safety of general welfare of persons residing or working in the vicinity, or injurious to property or improvements in the vicinity
 - b. That the proposed use is compatible with other existing and proposed uses in the neighborhood
 - c. That the location, site layout and design of the proposed site plan properly orients the proposed structures to streets, driveways, sunlight, wind and other adjacent structures and uses in a harmonious manner
 - d. That the combination and relationship of one proposed use to another on the site is properly integrated
 - e. That access to and parking for the proposed use does not create any undue traffic problems
 - f. That the proposed use does not adversely impact the General Plan or the Local Coastal Program
 - g. That all other applicable provisions of the City of Imperial Beach Zoning Code are complied with
11. ☐ Other plans and information as required by the Community Development Director necessary to describe, explain, or illustrate the requested use
12. ☐ Completed Form 7-B - City of Imperial Beach Storm Water Management Plan
Please remember to check-off list items at application submittal. A copy of this checklist form should be submitted with the application